Section 8- Internet Employer Identification Number (I-EIN)

IRS Web Site Offers Identification Numbers For Businesses

The IRS now allows businesses to obtain employer identification numbers directly from its web site. New business owners or their tax professional representative can go to www.irs.gov to apply and obtain their EIN via the Internet, 24 hours a day, 7 days a week. Simply search EIN to begin the process. No registration is required to use the system and the number is issued immediately.

The EIN online processing eliminates the need to send paperwork to the IRS. It also eliminates delays caused by incomplete application forms.

While the Internet is the preferred method, businesses may still obtain EINs by calling 1-800-829-4933 from 7:30 a.m. to 5:30 p.m. (local time), or by mail, or fax (see Form SS-4 instructions).

How it Works:

The IRS will issue an employer identification number after a taxpayer, business owner, or their authorized representative, submits a completed Form SS-4 on-line. While the IRS calls this a provisional EIN, the I-EIN in nearly all cases is the permanent Federal employer identification number for your business entity. Most taxpayers and businesses will find the application process simple and quick. However, if you are applying for an EIN for a Limited Liability Company (LLC), you must provide the following additional information:

- Include LLC in legal name on line 1,

- Check the type of entity in line 8a as follows:

    ➢ If you are a single or multi-member LLC and have filed Form 8832 to be taxed as a corporation, check "corporation."

    ➢ If you are a multi-member LLC and have not filed Form 8832 to be taxed as a corporation, check "partnership."

    ➢ If you are a single member and have not filed Form 8832 to be taxed as a corporation, check "Other" and indicate that you are a "disregarded entity."

- Provide information about a member of the LLC on Lines 7a and 7b as follows:

    ➢ If you checked "corporation" in Line 8a, provide the name and social security number (SSN) of the principal officer.

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> ➢ If you checked "partnership" in Line 8a, provide the name and social security number of one of the members.

> ➢ If you checked "Other" in Line 8a, provide the name and social security number of the single member.

You may begin using the number for all your business filings upon receipt. The IRS will contact you if the number is voided. An I-EIN may be voided if:

- The name and SSN of the principal officer or member do not match according to SSA records, or

- The business has already been assigned a number.

Limitations:

The following request types are excluded from the Internet application:

- Requests from addresses outside the continental USA, Alaska, and Hawaii

- Limited Liability Company that doesn't provide information in Lines 7a, 7b, or 8a

- Real Estate Mortgage Investment Conduits (REMIC)

- State and Local Governments

- Federal Government / Military, or

- Indian Tribal Government or Enterprise

While the Internet is the preferred method, businesses may still obtain EINs by calling 1-800-829-4933 from 7:30 am – 5:30 pm (local time), mail, or fax (see Form SS-4 instructions).

Internet Employer Identification Number (I-EIN)- Frequently Asked Questions and Answers

Q1) When can I use my Internet EIN to make tax payments or file returns?
A1) Immediately.

Q2) Sometimes I don't know all the information required on the Form SS-4. Why do I have to complete the Form SS-4 online when I can send in paper or fax with missing information?
A2) When paper or faxed Forms SS-4 are received by the IRS with information missing, additional time is needed to process that application, delaying the

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issuance of your employer identification number. Applicants can get their EIN much quicker if all the required information is completed on the form.

Q3) What do I do if my entire address won't fit on your address line on the Internet application?
A3) The Internet application only allows 35 characters on the address line. If your address does not fit in 35 characters, please make sure you provide the most essential address information (i.e, apartment numbers, suite numbers, etc). You can use commonly accepted abbreviations to shorten the number of characters. It is critically important to be sure your business address is correct on your application.

Q4) Can a tax preparer or accountant apply for an EIN for their clients?
A4) Yes. However, tax professionals who are applying for an EIN for a client must complete two additional steps. First, he or she must have a fully completed Form SS-4, "Application for Employer Identification Number," on file before making the online application. Second, the applicant must sign a statement authorizing a third party to receive the EIN. A copy of the statement is on the online application web site.

Q5) Are there any entity types excluded from applying for an EIN over the Internet?
A5) Yes, there are a few limitations. The following request types are excluded from the Internet application:

- Requests from addresses outside the continental USA, Alaska, and Hawaii

- Limited Liability Corporation that doesn't provide information in Lines 7a, 7b, or 8a

- Real Estate Mortgage Investment Conduits (REMIC)

- State and Local Governments

- Federal Government/Military, or

- Indian Tribal Government or Enterprise

Q6) Why does the Internet call the Employer Identification Number provisional?
A6) Because the information on the Form SS-4 hasn't been verified by the IRS. In most cases, the number obtained via the Internet will be the permanent number of the business. The IRS will contact you if the number is voided. Otherwise, you should consider your number permanent and you may begin using it for all your business filings upon receipt.

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Q7) What kind of help can I get from the IRS toll-free EIN number if I have a problem with the Internet application?
A7) The IRS assistors will provide you an EIN via the phone if you cannot use the Internet application. However, IRS assistors cannot assist you with Internet problems. Call 1-800-829-4933 from 7:30 am – 5:30 pm.

Q8) What if I forget the number I obtained over the Internet?
A8) IRS records will be updated with your EIN within five business days after the number is issued. After that time, simply call 1-800-829-4933, and select EIN from the list of options. Once connected with an IRS employee, tell the assistor you received an EIN from the Internet but can't remember it. The IRS employee will ask the necessary disclosure and security questions prior to providing the number.

Q9) Do all of the EINs obtained on the Internet start with 20?
A9) Yes. The unique prefix simply identifies the EIN as a number issued via the Internet.

Q10) Do I need a certain computer or software to obtain an EIN over the Internet?
A10) No. You can go to www.irs.gov through any computer that has Internet access. You should have a current Internet browser, which will allow you to view and complete the application process.

Q11) What if I have trouble or can't get my number over the Internet?
A11) Please call our toll-free number (1-866-829-4933) to receive your number immediately over the phone. If you do not need your number immediately, you can write or fax to the EIN site for your state. Follow the instructions on the Form SS-4.

Q12) Now that I have my EIN, when can I use it to make tax deposits?
A12) Immediately. Within two weeks, you will receive your paper deposit coupons and other information to help you understand the filing requirements for your business.

However, you may want to enroll in the IRS's Electronic Federal Tax Payment System (EFTPS). EFTPS is a free system that allows individual and business taxpayers to initiate all federal tax payments electronically. Electronic payments can be made using the Internet, personal computer (PC) software, or telephone. You can input your tax payments 24 hours a day, 7 days a week. To use the system, you must first enroll. The easiest way to enroll is online at www.eftps.gov, or, businesses may enroll using Form 9779, EFTPS Business Enrollment Form. For more information, contact EFTPS Customer Service toll-free at 1-800-945-8400 or 1-800-555-4477.